



**COMMUNITY COLLEGE
OF RHODE ISLAND**

Office of Human Resources

VACANCY NOTICE

TITLE: Director of Safety and Security

LOCATION: All Campuses

REPORTS TO: Director of Administration

GRADE & SALARY: BOG 15; Hiring salary range: \$59,948 - \$94,119 (min-mid)
Salary commensurate with education and experience

WORK SCHEDULE: Non-Standard, 35 hours per week

SUPERVISES: Campus Security Officers and other Support Staff

JOB SUMMARY: Plan, organize, direct, evaluate, and report on all personnel and operations involved in the police, public safety, security, traffic, and parking functions at all of the College's campuses. Act as the College's liaison with all local, state, and federal law enforcement agencies. Build constructive relationships with all local, state, and federal law enforcement agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct comprehensive assessments and evaluations of the security and/or policing services for all campuses based on both established and projected needs.
- Establish and maintain standards for security operations and performance, as well as related community programming.
- Establish pre-employment requirements for security personnel, in conjunction with the Office of Human Resources.
- Develop and implement basic and ongoing in-service training programs for campus security personnel.
- Establish record keeping/log and related documentation systems.
- Conduct job task analyses to ensure appropriate staff coverage.
- Establish and implement campus law enforcement policies and procedures.
- Develop crime prevention, intervention, and enforcement programs, and inform the campus community about security problems, remedies, operations, and needs.
- Coordinate media and system reporting of campus criminal activities.
- Research, compile, and publish crime statistics as required by federal and state laws and regulations.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):

- Ensure implementation and compliance with all aspects of the Clery Act.
- Ensure compliance with all federal, state and local laws, regulations, and educational rights and privacy acts pertaining to security issues.
- Establish uniform enforcement of sanctions for violators of all security procedures.
- Review student codes and disciplinary procedures on all campuses to support state criminal laws for a safe environment.
- Promote and maintain professional security affiliations and up-to-date knowledge of both technical and legal developments in the field.
- Participate in committee assignments requiring security and threat assessment expertise.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in law enforcement, management, public policy, or related field required.
- A minimum of five years experience as a security professional on a college campus or similar environment, with a demonstrated ability to communicate with students required.
- A minimum of ten years of experience required in the management of police/security with appropriate training and experience gained in civilian and/or military law enforcement (e.g. Master at Arms or Provost Marshall if similar in scope and responsibility).
- A working knowledge of both Federal and Rhode Island State law enforcement rules and regulations required.
- Demonstrated skills in physical and community security issues (e.g., lighting, locking systems, patrolling, reaction force management, security systems, emergency response, community policing) required.
- Must be able to organize, coordinate, and supervise support staff.
- Must be able to interpret institutional policies, plans, objectives, rules and regulations and communicate this information to subordinates and others.
- Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports.
- Excellent oral, written and interpersonal communication skills in a diverse college setting are essential.
- Must possess strong interpersonal skills and be able to prepare and deliver oral presentations before small, medium, and large groups of people.
- Experience working with culturally diverse populations desirable.

LICENSES, TOOLS AND EQUIPMENT:

- Personal computers, printers and word processing, database management and spreadsheet software.
- Extensive experience with the IMC Records Management System.
- Valid driver's license required.

ENVIRONMENTAL CONDITIONS:

- This position requires 24-hour call back in cases of emergency and supervisory presence, when required, on all shifts.
- This position is subject to both inside and outside work and extreme cold and hot temperatures can be encountered.

APPLICATION PERIOD: FEBRUARY 17, 2012 – MARCH 8, 2012

(This date includes a five-day grace period. Applications will not be accepted after this date).

HOW TO APPLY:

To apply for this position, please go to our online recruitment site at jobs.ccri.edu and complete the online application. In addition to the application, a cover letter, resume and contact information of three references need to be attached at the end of the application by the March 8th deadline. Finalists will be required to provide official college transcript(s).

If you need assistance with the online application process, please contact Human Resources at 401-825-2311.

CCRI is an Equal Opportunity / Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.